



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

July 30, 2003

Joe Baca, Treasurer
Friends of Joe Baca
555 Capitol Mall, Suite 1425
Sacramento, CA 95814

Response Due Date:
August 29, 2003

Identification Number: C00325449

Reference: July Quarterly Report (4/1/03 - 6/30/03)

Dear Mr. Baca:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your report fails to include a FEC Form 3Z-1. Form 3Z-1 is used to disclose the total gross receipts of the candidate's authorized committees available to be expended as of June 30, 2003 in connection with the primary and general elections. Please provide a completed Form 3Z-1 with this report. (2 U.S.C. §434(B) and 11 CFR §104.19(b))

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather